

30 January 1981

Research and Development

TEST MANAGEMENT

This regulation defines test management responsibilities within the Space and Missile Test Organization (SAMTO), including the Eastern Space and Missile Center (ESMC) and the Western Space and Missile Center (WSMC), in support of programs authorized to use SAMTO resources. The programs include ballistic missile, space, guided missile, aeronautical, and special categories. This regulation establishes the basic concept of a team approach to test management within SAMTO and implements SDR 23-1. The philosophy in this regulation applies to all SAMTO field/launch operations and range activities.

1. DEFINITIONS: Any title defined in this regulation may be assigned an appropriate modifier to clarify or define the associated programmatic responsibilities.

a. User/Using agency: An agency, organization, office, element, or entity requiring and authorized the use of SAMTO resources. This term typically includes program offices of the USAF, USN, USA, and NASA or any of their specified commands or centers. This term does not refer to elements of SAMTO.

b. Test Group: 6555 Aerospace Test Group (ASTG), 6595 Missile Test Group (MTG), 6595 Satellite Test Group (STESTG), or 6595 Shuttle Test Group (STG). Also referred to as Launch Group or Launch Test Group.

c. Launch agency: The field element assigned field operations management and test control responsibilities for booster and/or payload launch site activities.

d. SAMTO Test Manager (STM): The individual responsible to the SAMTO and the ESMC or WSMC Commanders for the field management of a specific program in support of the program director. The STM is the single point of contact (at SAMTO) for a specific program and is responsible for all program activities utilizing SAMTO assets. Appointment will be in writing by the appropriate Center Commander.

e. Test Director (TD): The individual who, for programs where SAMTO is the launch agency, is the SAMTO focal point to a using agency for planning and conducting test and/or launch operations, documentation development and other launch related program matters. Appointment will be in writing by the appropriate Test Group Commander. For programs where SAMTO is the launch agency, the TD will also be the STM after the introductory phase of the program.

f. Program Support Manager (PSM): The individual responsible to support the STM with all range/interrange activities and associated documentation for a using agency's specific test program. Appointment will be in writing by the appropriate Deputy Commander for the Eastern or Western Test Range (ETR/WTR). In the case of programs for which SAMTO is not the launch agency, the PSM will also be the STM.

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g. Center Planning Manager (CPM): The individual responsible to support the STM with the planning and programming required for a specific program in the exploratory or introductory phase. Appointment will be in writing by the Center (ESMC/WSMC) Director of Plans, Programs, and Requirements. The CPM may also be the STM during the initial, introductory, or exploratory phase of a program. If the CPM is the STM, the STM responsibilities will be transferred to the PSM or TD not later than upon publication of the Statement of Capability document.

2. SAMTO TEST MANAGEMENT FUNCTIONS.

a. The HQ SAMTO Directorate of Operations, Plans and Management Control Division (HQ SAMTO/DOX) will:

(1) Establish and maintain contacts with potential using agencies and promote SAMTO mission capabilities.

(2) Identify general programmatic goals and objectives of potential programs.

(3) Advise SAMTO and Center staffs of the existence and status of potential programs.

(4) Perform program management functions prior to the program being assigned to and accepted by WSMC or ESMC.

(5) Coordinate with the Centers to ensure a smooth transition of format program planning responsibilities.

(6) Monitor Center development of Program Support Concepts, studies, and other activities related to the support of program requirements.

b. To assure SAMTO mission responsibilities are met in the most effective and timely manner, the HQ SAMTO Directorate of Operations, Operations and Safety Division (HQ SAMTO/DOS) will:

(1) Establish operations policy and generate appropriate documentation to cover the use and allocation of SAMTO's test, launch, range, and appropriate ancillary (host base, training, etc.) resources.

(2) Maintain a current status for the commander on on-going test activities, launch operations, and range operations; and on modifications and improvements to SAMTO capabilities. This status will be compiled from inputs from the staffs of HQ SAMTO, ESMC, and WSMC.

(3) Participate in development of program support concepts that commit SAMTO test or operations resources, prior to final agreement with the using agency.

(a) Review program introduction and program requirements documents.

(b) Review and coordinate on statements of capability and program support documents.

(c) Review and concur with Memoranda of Agreement/Understanding in accordance with SAMTOR 11-1.

(4) Assure that appropriate Center test, launch, and range personnel are apprised of potential problems/issues identified through HQ SAMTO contacts with higher headquarters or using agencies.

c. The ESMC and WSMC will:

(1) Establish and maintain interfaces with potential using agencies.

(2) Identify conceptual and specific requirements, and provide technical data and assistance, as required, in the early phase of program planning.

(3) Assure Center staff cognizance and involvement in early resource and program planning with potential using agencies.

(4) Develop appropriate documentation.

(5) Develop program support planning analyses to assure necessary future posturing of Center resources.

(6) Advise the appropriate HQ SAMTO directorates of current activities with potential using agencies.

(7) Provide HQ SAMTO/DO and other appropriate agencies with a copy of the letter of appointment for each STM, CPM, PSM, and TD and any subsequent changes.

(8) The ESMC and WSMC Test Groups will perform field operations management and test control of all authorized programs where SAMTO is designated as the launch agency. Other Center staff and operational elements will provide assistance in accordance with their functional responsibilities.

(9) The ESMC and WSMC Ranges (ETR and WTR respectively) will develop, operate, schedule, maintain and manage SAMTO range capabilities in support of all using agency programs.

(10) The TD, PSM, and CPM (as the STM) will assist the using agency to assure program goals, objectives, and requirements are met.

3. SPECIFIC RESPONSIBILITIES:

a. STM:

(1) Is the SAMTO Point of Contact for all requirements for a specific program.

(2) Has overall responsibility for assuring SAMTO support to a specific program.

(3) Is focal point with the using agency to identify any changes or new developments in the program requirements, schedules, or costs.

(4) Is responsible for the implementation of the Direct Cost Reimbursement (DCR) system for a program. Local directives may delegate portions and tasks (accounting, monitoring, Range, Test Group, etc) of the DCR system to other managers or directors. However, overall responsibility for implementation and management of the DCR for a specific program will remain with the program STM.

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(5) Coordinates with, and obtains assistance from the HQ SAMTO and Center staffs, as necessary.

(6) Identifies, arranges for, and coordinates host base support with appropriate organizations or staff elements.

(7) Identifies all new facility requirements necessary to implement and conduct specific programs and provides to the appropriate organizations or staff elements.

(8) Is the Center OPR/Point of Contract for program MOAs/MOUs.

(9) Assists the using agency in test plan development, launch facility acquisition/allocation, system source selection, and design reviews.

(10) Identifies specific programmatic goals and objectives, and assists in appropriate documentation process.

(11) Advises HQ SAMTO/DO of key mission and documentation milestones.

(12) Has overall responsibility for Responsible/Participating Test Organization (RTO/PTO) functions.

(13) Is responsible for the accurate and timely completion of the Universal Documentation System products.

b. TD:

(1) Exercises program responsibility for field operations management and test control.

(2) Assists the using agency in booster vehicle/payload hardware acceptance, system and integrated test procedure approval, launch site scheduling and other tasks specified in applicable program MOAs/MOUs.

(3) Manages and controls launch agency countdown activities.

(4) Manages, directs, and controls launch site activation and testing of booster vehicles and/or payloads and related ground support equipment including facility preparation/validation and operational safety and security.

(5) Is the Test Group approval/concurrence authority for test documentation, failure analysis, and corrective measures associated with launches within a specific program.

(6) Directs and integrates countdown activities of vehicle/payload contractors and government agencies, and chairs readiness meetings in support of launch operations. Provides final vehicle and/or payload readiness statement to the SAMTO Commander and Mission/Program Director.

(7) Assures that program requirements are properly documented and provided to the lead range PSM via the Universal Documentation System (UDS).

(8) Prepares launch mission evaluations as required.

c. PSM:

(1) Is the single point of contact for all range/interrange activities, under the lead/support range concept, associated with an authorized, specified program.

(2) Is responsible for development of the UDS products responding through the STM to a using agency's requirements. Assists the using agency, through the STM, and/or the Test Director, as appropriate, in properly documenting range support requirements.

(3) Assists in coordinating host base support at the request of the STM.

(4) Identifies to the STM any new range facilities that are required to support a specific program, and initiates appropriate staff agency activities.

(5) Prepares range support evaluations as required.

d. CPM:

(1) Assists the potential using agency in developing appropriate Program Introduction (PI) documentation.

(2) Responsible for developing (or assisting the PSM in developing) the Statement of Capability (SC).

(3) Performs program requirements analyses and Center support trade-off analyses for potential using agencies.

(4) Plans and programs SAMTO resources for Center support to a potential program prior to acceptance of the program by the Center.

(5) Assures that the appropriate Center staff elements (Range, Test Group, Air Base Wing/Group, et al) are made cognizant of potential programs that SAMTO could be designated as launch agency, Responsible Test Organization (RTO), or Participating Test Organization (PTO), and assures Center personnel are actively involved in defining program and test requirements and responsibilities for inclusion in contractual documentation by the using agency.

e. HQ SAMTO/DO:

(1) Assures that all new programs are referred to the appropriate Center and keeps the SAMTO and Center staffs informed of the status of potential programs.

(2) Assists in resolution of test management problems involving higher headquarters and other agencies.

(3) Monitors Center program planning activities to ensure SAMTO technical capabilities are postured for effective and economical support to authorized using agencies.

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(4) Reviews program support documents and concepts that commit SAMTO resources to program tests and operations.

(5) Observes/monitors selected significant tests and launch operations.

(6) Attends selected mission, launch, and range readiness reviews, major design reviews, and major milestone meetings of Launch Test/Range Instrumentation Working Groups.

(7) Maintains data bases for keeping the SAMTO Commander informed of historical, current and possible future program support status.

4. DEVIATIONS: Deviations from this regulation will be requested in writing through HQ SAMTO/DO. They will be evaluated on a case by case basis and approved by the SAMTO/CC or the designated representative.

5. REFERENCES: DOD Directive 3200.11, AFR 80-14 as supplemented, AFSCR 800-27, SDR 23-1, SDR 11-1, SDR 11-4, SAMTOR 55-2, and SAMTOR 550-2.

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SUMMARY OF CHANGES

This revision incorporates new terms and definitions from SDR 23-1; reflects the new SAMTO organization; specifically defines user/using agency, Test Group, and launch agency; replaces the term "Planning STM" with "Center Planning Manager (CPM)".